

Executive Registry
65-2482/A

23 February 1965

Mr. Donovan Q. Zook
Executive Director
Board of Examiners for the Foreign Service
Department of State

Dear Mr. Zook:

This letter is in response to yours of February 18
concerning the qualifications of [redacted] for appointment
as a Foreign Service officer.

STAT

I can give you very little detailed information on this
young man, for although I have known him for some ten years
I have not known him intimately or been in a position to observe
his work in college or elsewhere. However, everything I do
know about him is favorable.

He is the son of [redacted]

STAT

STAT

It is my understanding that [redacted] has grown into a
responsible young man. Certainly his mother and father are
representative of all that is to be desired, fine American
citizens, and they have without doubt implanted proper ideals

of citizenship, loyalty and integrity in their son,

STAT

STAT
I therefore can recommend your serious consideration of more on the basis of his family background and the environment in which he has been raised than from an intimate knowledge of the young man himself.

Therefore, in endorsing him I am not attempting to fill out the detailed questionnaire which was attached to your letter, as I have not been close enough to to fill out the questionnaire in any meaningful manner.

STAT

Yours very truly,

John A. McCone

JAM/mcm

1 - DCI alphabetic
1 - DCI chrono



DEPARTMENT OF STATE
WASHINGTON

Executive Registry
65-2484

February 18, 1965

IN REPLY REFER TO:

Dear Mr. McCone:

STAT [redacted] is a candidate for appointment as a Foreign Service officer. He has given your name as a reference.

It would be greatly appreciated if you would give the Board of Examiners as full a statement as possible of your opinion of this candidate's qualifications and suitability for appointment as a Foreign Service officer, with special attention to intellectual ability, personality, character, temperament and loyalty. The Board is interested in knowing of any pertinent weaknesses or defects in our candidates as well as their strong points. In your own case, the question of whether or not you would be pleased to have this candidate serve as a member of your staff is of particular importance.

I should be very grateful for any help you can give in selecting officers for the Foreign Service. Anything you write will be for the use of the Board of Examiners and will not be revealed to the candidate. The enclosed reference questionnaire will indicate the type of information we seek regarding candidates for the Foreign Service. As this candidate's oral examination is scheduled to be held soon, it would be helpful if your reply could be received by the Board within two weeks of the date of this letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "D. Zook".
Donovan Q. Zook
Executive Director
Board of Examiners for the Foreign Service

Enclosure:

Reference Questionnaire.

The Honorable

John A. McCone,
3025 Whitehaven Street,
Washington, D. C.

16. ABILITY TO US APPROVED For Release 2003/05/05 : CIA-RDP80B01676R000400100015-9**					No	Don't Know
Applies common sense to the solution of problems						
Anticipates consequences of particular course(s) of action						
Can consider all one side to a question						
Hasty in his thinking						
Realizes basic issues involved in a problem, except from incidents						
Is quick to understand new, involved, or difficult problems						
Recognizes his own limitations and asks for help when he needs it						
Shows evidence of imaginative thinking in his approach to problems						
Demonstrates good judgment						

COMMENTS:

In summary, how would you rate the candidate's ability to use his mind? (Check One)						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Recommend with enthusiasm	Recommend with confidence	Would possibly be suitable	Reluctant to recommend	Unsuitable		

17. LEADERSHIP

Is able to delegate authority and fix responsibility					Yes	No
Takes responsibility for the decisions he makes						
Lets others know his ideas and their opinions						
Tries to convince by force or threats rather than with sound reasons						
Is respected for the wisdom and courage of his leadership						
Tries to persuade others with charm rather than with logic						
When right, holds his own in the face of dissenting or hostile opinions						

COMMENTS:

In summary, how would you rate the candidate's leadership? (Check One)						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Recommend with enthusiasm	Recommend with confidence	Would possibly be suitable	Reluctant to recommend	Unsuitable		

18. POTENTIAL FOR OVERSEAS ADJUSTMENT

Adjusts rapidly to new living or working conditions					Yes	No
In an overseas post, he might tend to associate only with Americans						
Is intolerant of persons of another color or creed						
In an overseas post, he might need to "go native" and adopt foreign manners and customs and reject his own						
Enjoys associating with people of other races, religions, and cultures						
Participates in community affairs						
Has hobbies he enjoys in his leisure time						

COMMENTS:

In summary, how would you rate the candidate's potential for overseas adjustment? (Check One)						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Recommend with enthusiasm	Recommend with confidence	Would possibly be suitable	Reluctant to recommend	Unsuitable		

(OVER)

19. Do you have knowledge of any behavior, activities or associations which would cause you to question this person's reliability, honesty, worthiness, good conduct or character? YES NO

If your answer is "Yes", please explain fully:

(a) Do you have any reason to question this candidate's loyalty to the United States? YES NO

(b) Do you have any reason to believe this candidate belongs, or has belonged, to any Communist or Fascist organization, or to any organization which advocates overthrow or altering our constitutional form of government by force or other illegal means? YES NO

(c) To your knowledge does this candidate associate, or has he associated, with any United States citizen whose loyalty to the United States is questionable or with anyone who belongs to any of the types of organization described in (b) above? YES NO

If your answer to any of these questions is "Yes", please give full details:

20. WIFE AND FAMILY (to be answered with respect to male candidates)

Do you know the candidate's wife and family or fiancée? YES NO

If you have checked "Yes", please answer the following statements about his wife or fiancée: Yes No Don't Know

(a) Is emotionally adapted for extended residence in any country of the world

(b) Is at ease in social gatherings

(c) Is in good health

(d) Has a good understanding of American institutions, culture and history

(e) Would be an asset in his work of representing the United States abroad

COMMENTS:

IN SUMMARY, how would you rate the candidate's wife or fiancée as a prospective member of our official representation abroad: (Check One)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend with enthusiasm	Recommend with confidence	Would possibly be suitable	Reluctant to recommend	Unsuitable

21. Would you want this candidate to represent you officially abroad? YES NO

Please explain why or why not:

22. REMARKS (Continuation of answers to foregoing questions. If these questions have omitted any area of your knowledge of the candidate your additional comments will be helpful and appreciated. Please use additional sheets if necessary.)

Date	Your Occupation	Your Signature
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U. S. GOVERNMENT PRINTING OFFICE: 1965 O-740 (1964)

FORM APPROVED
BUDGET BUREAU NO. 47-1163-1

DEPARTMENT OF STATE
WASHINGTON

February 17, 1965

STAT

(Name of Candidate)

The Honorable John A. McCone,
3029 Whitehaven Street,
Washington, D. C.

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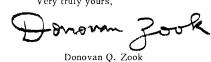
The Board of Examiners for the Foreign Service is conducting an inquiry relative to the person named above, who is being considered further for appointment as a Foreign Service officer after having successfully passed a difficult written examination.

Foreign Service officers for the Department of State and the United States Information Agency are selected through open competition for appointment by the President, with the advice and consent of the Senate, from among foreign persons qualified to serve in the United States. In view of the confidential nature of this career service, the Board must be given complete information and candid opinions concerning not only the candidates' strong points but also their weaknesses, defects or adverse qualities. Foreign Service officers must not only be competent in their work but must also be persons whose loyalty, intellectual capabilities, and professional integrity will make them suitable representatives of the government in dealing with the leaders of the foreign peoples of the world.

As a public service, will you please evaluate this candidate's personal and professional qualifications for a position of national trust and responsibility in the Foreign Service? Your replies will, of course, be held in confidence. You are urged to bear the following question in mind in making your appraisal on this form: "Is this candidate a person whom I would select to represent the United States abroad?"

It would be most helpful if your comments could be received by the Board within two weeks of the date of this letter so that preparations may be made for the candidate's oral examination. Please forward this form in the enclosed envelope, which requires no postage if mailed in the United States. Thank you for your cooperation.

Very truly yours,



Donovan Q. Zook
Executive Director

Board of Examiners for the Foreign Service

1. How long have you known this candidate? From: _____ To: _____																																																																					
2. In what capacity have you known the candidate? <input type="checkbox"/> His colleague <input type="checkbox"/> His supervisor or employer <input type="checkbox"/> His teacher or professor <input type="checkbox"/> His friend <input type="checkbox"/> Other (specify) _____																																																																					
3. How frequently have you observed the candidate? (check as many as apply) <input type="checkbox"/> Infrequently <input type="checkbox"/> Infrequently <input type="checkbox"/> Infrequently <input type="checkbox"/> frequently <input type="checkbox"/> frequently <input type="checkbox"/> frequently <input type="checkbox"/> almost daily <input type="checkbox"/> almost daily <input type="checkbox"/> almost daily																																																																					
4. If the candidate was employed by you or worked under your supervision, please provide the following information regarding his employment: a. Dates _____ b. Salary _____ c. Nature of work _____																																																																					
5. To the best of your knowledge, has the candidate ever been discharged or forced to resign from a position? <input type="checkbox"/> YES <input type="checkbox"/> NO (If "Yes", please explain) _____																																																																					
6. Does the candidate have any physical, psychological or social handicaps which might raise doubts as to his effectiveness as a Foreign Service Officer? <input type="checkbox"/> YES <input type="checkbox"/> NO (If "Yes", please explain) _____																																																																					
7. In your opinion, what are the candidate's a. Strongest points? _____ b. Weakest points? _____																																																																					
8. In general, what are your comments on the candidate's personality as it might affect his performance in the Foreign Service? _____																																																																					
<p>NOTE: The following evaluation outline has been prepared to assist you in giving us information. Under each category is a series of descriptive statements. Based upon your knowledge of the candidate, place a check in the appropriate column for each statement. Please use the "Don't Know" column only if you honestly feel that you cannot provide a "Yes" or "No" answer. Use the blank space at the end of each category to record additional comments and observations and to amplify or explain any of the checked statements:</p>																																																																					
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Enjoys self doing tasks he dislikes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																		
Locks physical vitality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																		
Sometimes loses interest in an activity before he finishes it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																		
Can be depended on to carry out an assignment on his own	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																		
Completes assignments on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																		
Is, or has been, in poor physical health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																		
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<p>In summary, how would you rate the candidate's energy and diligence in pursuing tasks? (Check One)</p> <input type="checkbox"/> Recommended with enthusiasm <input type="checkbox"/> Recommended with confidence <input type="checkbox"/> Would possibly be suitable <input type="checkbox"/> Reluctant to recommend <input type="checkbox"/> Unsuitable																																																																					
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